

NEW BUSINESS APPLICATION PROCESS



- 1 REGISTER AS A PORTAL USER** New applicants will be required to establish an account on the project portal. All new user accounts will be reviewed for authenticity and after clearing security, will be granted activation permissions.
- 2 LOGIN TO THE PORTAL** Once your account has been verified and is active, you can login to the portal and begin submitting new applications.
- 3 SUBMIT NEW APPLICATION** See TMWA how-to guide for minimum submittal requirements and other instructions. If you have any questions regarding your application, contact us at newconstruction@tmwa.com or 775-834-8269.
- 4 APPLICATION INTAKE** All new applications will be assigned a project number with a prefix of 'P', to indicate a pending review status.
- 5 APPLICATION FEES DUE** Applications that appear complete will be assessed fees that must be paid within 24 hours of notification.
- 6 APPLICATION ACCEPTED** If an application is deemed complete, the Project Coordinator will accept the application, and the prefix of 'P' will be removed from the project number.
- 7 REDLINES AND RESUBMITTALS** Prompt response to redlines and resubmittal requests will ensure timely processing of your application.

Welcome to the TMWA Project Portal!
Your online tool for New Business Applications

Please be aware, this site times out after 30 minutes of inactivity

Log In
Don't have an account? [Sign Up](#)

Username

Password

Log In

[Forgot Password?](#)

5.2.1-Release

Helpful Application Links

- [Submittal Matrix](#)
- [Upload Instructions](#)
- [New Business Portal](#)
- [Email a Project Coordinator](#)

NEW BUSINESS APPLICATION TYPES



ANNEXATION

This is required to incorporate a parcel or parcels into the TMWA Service Territory. Once you have completed this application, a representative will contact you with the required fee to continue.

COMMERCIAL SERVICE

Commercial building services that may include services for domestic, irrigation and/or internal fire suppression. This includes residential projects that include services where there are more than one dwelling unit on a single property. This includes retirement only projects and construction water services off existing mains.

DISCOVERY

This is a due diligence report to identify major offsite facilities required to develop a portion of land, a high-level estimate of fees may be included based on the information provided by the applicant. If the proposed project includes a subdivision or planned unit development, please contact us at newconstruction@tmwa.com or 775-834-8269 for fee determination.

FIRE SERVICE ONLY

This will include a new fire service or new fire hydrant with no other services or main extension.

HARDSHIP LETTER

An existing home on a property that is currently on a well and is requesting from the state to deepen the well or re-drill the well. This can also be for a new home on an existing parcel that is applying with the state to drill a new well. Fees vary based on the distance between the parcel and water facilities that could serve the property. Once you have completed an application a representative will contact you with the required fee to continue. This application is not for parcels in the Mt. Rose-Galena area.

MAIN EXTENSIONS

Also referred to as Commercial with Main. This includes commercial or industrial projects that require water main to be installed. This would include domestic, irrigation service or temporary construction water service off the new water main.

SINGLE FAMILY RESIDENTIAL SERVICE

One single family home on one single parcel. This includes a water service retirement for a single family residential only. If an accessory dwelling unit or a single building with more than one dwelling unit on a single property for domestic service only or if separate fire or irrigation services are needed, use Commercial Service. If you have an existing water service located on your property, please contact us at newconstruction@tmwa.com or at 775-834-8269 before continuing.

SUBDIVISION/MULTI-FAMILY

This includes residential subdivisions. This also includes multi-family projects that require water main extension.

WATER SERVICE ACK.

This is also known as a Tentative NAC letter. These are required at the tentative map application stage of a subdivision project.